



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 1984	1. Agency Address Environmental Protection Division Water Resources Management Branch 270 Washington St., S.W., Room 823 Atlanta, Georgia	Application Number 84-57	
Application Number		Date Received AUG 2 1984	Date Completed AUG 30 1984
2. Person to Contact David M. Ashley/Randall P. Bass		Working Title Coordinator/Program Manager	Telephone Number 656-3094/7404
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971	Latest Present	5. Records Series Title (followed by title used in office, if different) Water Resources Management Subject Files, Environmental Protection Div.	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Water Resources Management Branch performs functions related to water quantity management in Georgia. This includes surface and ground water permit programs, river basin studies, coordination with other states and federal agencies' water resources projects and programs, and administration of the Safe Dam program, including permitting of dams.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Administration of the Water Resources Management Program and the Safe Dams Program of the Environmental Protection Division. Included are: Correspondence, memoranda, project and study files, federal and state legislation, meetings, speeches and general information relating to Water Resource Management and Dam Safety. Also extra copies of hydrologic reports. File is arranged: Alphabetical order by subject/agency, and date.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1-100</u> ; Seven to twelve months old <u>1-25</u> ; Thirteen to twenty-four months old <u>1-25</u> ; twenty-five months and older <u>seldom</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>2</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Office reference requirements

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

All accumulation prior to 1982 will be sent immediately - all future accumulations will be transferred according to this disposition standard.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	8/2/84	<i>Pat Davison</i>	8-2-84
State Records Committee (Signature)			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	8-21-84
	Secretary of State/Designee	<i>Edward Ueland</i>	8/16/84
	Attorney General/Designee	<i>[Signature]</i>	8/2/84